

## EMERGENCY SHELTER GRANT

### Budget Modification: Side 2

### FSSA/Division of Family and Children

### HOUSING AND COMMUNITY SERVICES SECTION

#### BUDGET NOTES:

\* **Equipment:** List projected equipment purchases in excess of \$5,000 (See HCSS Policy Manual section 2.5 for definition; (Requires HCSS approval.)

EQUIPMENT ITEMS	COST

#### EXPLANATION OF BUDGET ITEMS:

**PLEASE KEEP IN MIND THAT THERE IS A THIRTY PERCENT (30%) CAP OF THE TOTAL DOLLAR GRANT LIMITATION ON ESSENTIAL SERVICES AND HOMELESS PREVENTION ACTIVITIES FOR THE OVERALL JURISDICTION OF THE GRANT.**

**.1 ESSENTIAL SERVICES:** Costs which are supportive in nature include, but not limited to, child care, clothing, drug abuse and education, food pantry charges, housing placement, job training, health, and client transportation.

**.2 OPERATIONS:** Costs such as, but not limited to: Janitorial and utility service; repairs and ordinary or normal alterations of buildings, furniture and equipment; care of grounds; maintenance and operation of buildings and other physical plant facilities; security; earthquake and disaster preparedness; environmental safety, hazardous waste disposal; property. Liability and other insurance relating to property, space and capital leasing; facility planning and receiving. Fringe benefit costs, depreciation, and use allowances and interest costs. The cost of material and supplies, **less than \$5,000** per item which are necessary to carry out the award such as: office supplies, educational material, household or laundry supplies, parts for office furniture, printing services, photocopy paper, envelopes, and letterhead. Such costs may include, but are not limited to, insurance, food, medical and non-contractual dental costs, fees, travel paid to consultants, local travel (non per diem costs) space and equipment rentals. Costs associated with a twenty four-hour telephone system that provides client assistance. Repairs and parts for the telephone service and other communication systems. Costs associated with information, referral, and victim advocacy services. Staff salaries but cannot be no more than 10 percent of the grant amount awarded.

**.3 HOMELESS PREVENTION:** Homeless Prevention costs associated with activities designed to prevent homelessness including, but not limited to, short term subsidies to defray rent and utilities costs, security deposits for first month's rent, and mediation for landlord-tenant disputes.